

## July 2006

<u>Date</u>	<u>Title</u>	<u>Location</u>	<u>Time</u>	<u>Length</u>	<u>Instructor</u>
July 6	Race Relations and Cultural Diversity	Human Resources	8:00	4 Hours	Ardella Bearden
July 6	Performance Evaluation	Human Resources	12:30	4 Hours	Larry Cyr
July 6 - 7	Management Effectiveness	Training Academy	8:00	16 Hours	Jimmy Sherman
July 6 - 7	The Human Element	Little Rock	8:30	16 Hours	Inter-Agency
July 7	Structured Interviewing	Human Resources	8:00	4 Hours	Pam Wilson
July 10 - 14	Correctional Security for Non-Security	Training Academy	8:00	40 Hours	Jimmy Sherman
July 11	Grievance Prevention and Handling	Little Rock	9:00	6 Hours	Inter-Agency
July 12	Time Management	Little Rock	9:00	6 Hours	Inter-Agency
July 13	Law Enforcement Response to the Mentally Ill	Camden Police Dept	8:00	8 Hours	CJI
July 13	Fair Labor Standards Act	Human Resources	8:00	4 Hours	Pam Riegler
July 14	Financial Assistance	Training Academy	8:00	4 Hours	Eddie Sensat
July 14	Interpersonal Communication	Little Rock	9:00	6 Hours	Inter-Agency
July 14	Introduction to Computers and Internet Navigation	Human Resources Lab	8:00	4 Hours	Mike Wynn
July 17 - 21	Train-the-Trainer	Human Resources	8:00	40 Hours	Richard Guy
July 17	* Field Training Officer	JCJ/CF	8:00	8 Hours	Mark Norris
July 18	Administering Discipline	Training Academy	8:00	4 Hours	Tommy Rochelle
July 18	Performance Evaluation	Training Academy	12:30	4 Hours	Tommy Rochelle
July 18	Basic Microsoft Excel	Human Resources Lab	8:00	4 Hours	Brenda Allbright
July 18	Sexual Harassment / Misconduct	Training Academy	8:00	5 Hours	Clifford Terry
July 18	Secretarial Skills & Techniques	Little Rock	9:00	6 Hours	Inter-Agency
July 18 - 19	Forensic Entomology	Little Rock	8:30	14 Hours	CJI
July 18 - 20	Foundations of Supervision	Little Rock	8:00	24 Hours	CJI
July 19	Field Training Officer	Training Academy	8:00	8 Hours	Mark Norris
July 19 - 20	* Management Effectiveness	JCJ/CF	8:00	16 Hours	Jimmy Sherman
July 21	Courtroom Testimony	Washington Co. Sheriffs Off	9:00	6 Hours	CJI
July 21	* Grievance Prevention & Handling	JCJ/CF	8:00	5 Hours	Jane Manning
July 24	Interpersonal Communication	Training Academy	8:00	8 Hours	Jimmy Sherman
July 24	* Fair Labor Standards Act	JCJ/CF	8:00	4 Hours	Pam Riegler
July 24 - 26	Narcotics Officer Certificate Program, Session II	Newport, AR	8:30	21 Hours	CJI
July 25	* Administering Discipline	JCJ/CF	8:00	4 Hours	Tommy Rochelle
July 25	* Performance Evaluation	JCJ/CF	12:30	4 Hours	Tommy Rochelle
July 25	Grievance Prevention and Handling	Human Resources	8:00	5 Hours	Jane Manning
July 25	Basic Microsoft Word	Human Resources Lab	8:00	4 Hours	Sonia Wallace
July 25 - 27	The 7 Habits of Law Enforcement Professionals	Little Rock	8:30	21 Hours	CJI
July 26	Violence in the Workplace	Little Rock	9:00	6 Hours	Inter-Agency
July 26	* Sexual Harassment / Misconduct	JCJ/CF	8:00	5 Hours	Jimmy Sherman
July 26 - 27	Introduction to Management	Training Academy	8:00	16 Hours	Jimmy Sherman
July 28	Interpersonal Communication	Little Rock	9:00	6 Hours	Inter-Agency
July 28	Warrantless Search and Seizure	Ft. Smith P.D.	9:00	6 Hours	CJI
July 28	* Interpersonal Communication	JCJ/CF	8:00	8 Hours	Jimmy Sherman
Open Enrollment	<b>Additional Training</b>				
	AWIN Radio Training - As scheduled by your Unit Trainer	Unit			Todd Brown
	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson
Open Enrollment	<b>National Institute of Corrections</b>	National Institute		Varied	Self-Paced
	Internet Based e-Learning Classes	of Corrections			
	Contact your Unit Trainer for information				
Open Enrollment	<b>Inter-Agency Training</b>	Little Rock		Varied	Inter-Agency
	Who Moved My Cheese				
	Emotional Intelligence				
	FISH				
	Dealing With Difficult People				
	Conducting Effective Meetings				
	Defensive Driving				
	Train the Trainer				
	CPR				
	Presenting Testimony				
	Basic First Aid				
	Workplace Diversity				
*Regional Training will be held at Jefferson County Jail Correctional Facility for the following Units: Pine Bluff Unit, JCJ/CF, Diagnostic Unit, Maximum Security Unit, Tucker Unit, Central Office, and Administration Annex East					